G. R. S. IX—5]

Previous references 1923-24 (P+S.)

File No. 72—23

Serial Nos 1—3.

Later references

Revenue

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. Three (3)

Part B for August 1924

SUBJECT

Inspection of the Govt. Press etc. by the Second member of Council.

Sl 3. To the Supdt. govt. printing.

Letter no. 6987/-24-8-1924

States that his suggestion to erect a cage in the stamp manufactory seems suitable and that action may be taken accordingly.—

Thoraladevaboat
D 6 8-24

G. R. S. 11] 191

(1

GENERAL AND REVENUE SECRETARIAT.

(P/S)

NOTES.

File No. 72-22

FILE HEADING.

Inspection of the Press by the Second Member of Comm

From

No.	Dated		Received
Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

Notes of Inspection of Press, stationery, Depot, Stamps Incense factory by the 2nd Member on 19th April 24

NOTES AND ORDERS.

1) Second Member's order thereon - To Rai Sahib with Compliments. A Copy ~~of the notes~~ may be sent to the Supdt. Govt Press for needful action"

Ing R.R.S

3.5.24

NOTES—First Sheet.

4410/21

Gen 6254

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Submitted

Paragraphs (1) of the Inspection Report relates to Stamp Department. The part relates to Govt. press. Of otherwise exclusive of items (1) of Inspection Report is to be sent to the Govt. Stamp Examiner there is Comm. of Stamps & the file will be sent to the press & Stamping Dept. for taking action on the recommendation.

6.5.24

Yes. Very early. A copy of the extract may also be kept in the file and the note of Inspecting Asst. in original to the Chief Secretary

14/5/24

(G.M.24)

Subd with a diff as per orders of the member

14.5.24.

15/5

Issued 17/5/24

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

From

The Supdt. Govt. Printing

3)

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record]

No 39724 M 21/5/24

~~From~~ Reporting the action taken on the Notes of Inspection

Subject The Orders of 1885 suggested in Para 1 of letter) may be adopted

Early

2nd Dec. No.), 27/5

631/27/5

Para 1 contains 4 suggestions A, B, C & D as I have marked on the letter

A is not practicable, as we don't know how many ~~copies of the~~ packets in use & how many are containing the Standard Sample separately in the top

B. This I think be adopted. The Supt may be asked to take necessary action on the report

C I don't see how we can distinguish & penalise cheats & Non cultivators without affecting a remedy on the report

D This procedure may be adopted

Supt perhaps knows what is taken as on B. DS 27/5

Early

N. B.—Should routine notes be written on small slips, the notes must de copied, or slips pasted on this form.

W D 18C—GPB—1 50 000—2 5-21

G. R. S. III-2]

WD 2310—GPF—10,000—31-5-24

General and Revenue Secretariat | PJS File No. 72 of 1923

This file is before the 2nd Assembly in Connection with the yearly report to be submitted to H.E.

Serial No.

2) The prevention of such illicit stamping of cheque books to be one of the points on which the Supdt has proposed to consult the Controller of Printing with the Govt of India - when he visits the Press in August or Septr next. Action may perhaps be deferred until the views of the Controller are known; unless it is thought necessary to adopt the Supdts suggestion immediately,

A draft ~~memorandum~~ as per orders is subd: The file may be sent ~~with~~ — to the H Br for note of the — 23.7.24 Simultaneous orders.

For perusal before

Chief Secy).

24/7

I have perused

1/8/24

3 To the Supdt Govt Ptg.

Letter No. G. 987 dt 4/8/24

Stating that this suggestion to create a cage in the Stamp Manufactory seems suitable & that action may be taken accordingly

NOTE—Contn. sheet

St 36-23-1 DIARY NO. 4240 5

19 12
Section

Notes of the Inspection of the Stamp Manufactory the Government Press and the Stationery Depot by the Second Member of Council on 19th April 1924.

Visited the Press at 12.30 P.M. and went round the Press and the Stationery Depot and the Stamp Manufactory with the Superintendent.

Stamp Manufactory.

The work of embossing receipt stamps on cheque forms (bound books of which are received from the - Mysore Bank and similar institutions) is entrusted to a subordinate official to whom the cheque books are said to be issued by the Supervisor who keeps them in his custody and counts the sheets in each book before issue and also after they are returned. The embossing work is expected to be done under the direct eye of the Supervisor; but I think that it is nevertheless possible under the present conditions for the embossing clerk to introduce cheque books or other paper requiring to be stamped and have them stamped and taken out without the knowledge of the Supervisor. Suitable measures should be adopted to guard against any such contingency. The Superintendent is asked to consider the matter and submit his proposals in this respect.

Forms.

The various forms which are printed in the - Press for supply to the several Departments are not kept properly arranged in shelves nor is any register maintained of the forms in stock, so that it cannot be readily made out what forms are on hand, and it is therefore quite probable that when an indent is received for any particular forms, they may be printed anew

(6

though the required number of forms may be in stock. It is quite necessary that in the case of all standard forms relating to each Department a sufficient stock of the forms should be kept to comply with occasional indents therefor, and a stock register should be - maintained showing the opening balance, the issues and the closing balance of these forms for each day. The Superintendent will also do well to maintain - another register showing the number of forms of each kind supplied to the Departments concerned annually, as this will enable a fairly correct estimate being found of the average annual requirements of each Department in respect of the forms ordered by it.

Piece-work Register and Job work forms.

In the register showing the work turned out by the labourers who are paid on the piece work system the entries are not properly made under the several headings. The Superintendent should see that the - register is maintained correctly as personally pointed out to him.

G. R. S. VI—G/32]

(7

SUBJECT .....

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Diary No. of letter replied to .....

General and Revenue Secretariat

( )

, the *192*

Date of issue 17.5.24

Signed by Mr. G.S.K

Section P & S

File No. 72/23

Serial No. 1

No. G 14793/Rec/1

To The Supdt. Govt Ptg. & Stty

Sir,

I am directed to forward herewith for needful action a copy of the Notice of Distribution of the Press & Stationery Despatched by the Second Number of Council on 19th April 24

A receipt of the action taken may be submitted for information

over. I have &c

WD 0632 - GPB—18CC—16-2-23

14.5.24

15/5

153 for Ch. Sec.

36385

Gm6428 ?
P&S. 72-23-2

No. 3924.
Que one.

Government Printing in Mysore,
Dated, Bangalore, the 21st May 1924.

From

B. Puttaiya, Esq., B. A.,
Superintendent, Government Printing,
Bangalore.

K. Matthan, Esq., B. A.,
Chief Secretary to the Government of Mysore,
Bangalore.

Sir,

P&S
2nd

With reference to your letter No. G. 14793/P. &. S. 72-23-1, dated the 17th instant, forwarding a copy of the Notes of Inspection of the Stamp Manufactory, the Government Press and the Stationery Depot, by the Second Member of Council on the 19th April 1924, and calling for a report of the action taken, I have the honour to state as follows:--

1). Measures to prevent unauthorised stamping of cheque and receipt books : -- -- Cheque books are in the personal custody of the heads of the banks and the chances of some of the books being obtained by illicit means are stated to be very remote. With regard to receipt books received for stamping from private sources other than Banks there is a possibility that the cheque book die pressman may be induced by private parties to stamp their books illicitly. With a view to obviate chances of collusion between private parties and the Manufactory officials, I beg to suggest that the Superintendent of stamps be requested to

affix his signature or impress a stamp of his office on the top of each book before it is sent to this office for stamping and that it be laid down that without such signature of stamp the book should not be held valid for public use. This is not a novel procedure as the procedure of stamping General Stamps and private documents in the Stamp Superintendent's office before they are issued to the vendors is now being adopted. It is only to be extended to cheque and Receipt books. and ~~documents~~. I also beg to suggest that a cage may be erected inside the Stamp Manufactory for the exclusive use of stamping cheque books and documents to and from which there should be no ingress or egress without the knowledge or permission of the Supervisor. The operator and his assistant will be let in after a thorough examination and on the completion of the day's work they will be let out after again subjecting them to a minute examination. With the adoption of this procedure and the institution of periodical checks by revenue authorities to detect irregularities, if any, there will, I venture to submit, be no cause for anxiety. In the meanwhile, I have arranged for the search of the employees before they enter the Factory, as a check against inserting any cheque book or document stealthily, in addition to the usual search when the office closes. The Supervisor has also been instructed to keep a close watch on the men.

2). Forms - At present a sufficient stock is being maintained of all Financial, Insurance and General forms required for use in all departments and supplies are being made on requisitions received from the departments. The more important of the standard forms relating to each department

which are required for use at frequent intervals and in large quantities will also be printed and kept in stock as ordered by the Second Member and with this view a circular has been addressed to the Heads of Departments to intimate the departmental forms most in demand and the quantities annually required for use. A copy of this circular is submitted for perusal Steps have also been taken to maintain the registers showing the stock of existing forms and the annual consumption of the several kinds of forms by each department.

-3). Piecework Register & Job work forms: - The instructions given by the member have been adopted and the Line Account Register for the month of April has been written up in accordance with them, details under the several headings in the register being filled up as ordered.

I have the honour to be,

Sir,

Your most obedient servant,

Superintendent.

d.v.s.

W D 2217 GPB—500—23-5-24

All communications *re* Stationery and forms not included in annual indents should be addressed to this office, and the Superintendent, Government Printing, for printed forms due on indents Correspondence *re* forms and stationery should be in separate letters.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT,

Dated Bangalore, 9th May 1924.

No.

FROM

B. PUTTAIYA, ESQ., B.A.,

SUPERINTENDENT OF STATIONERY,

BANGALORE.

To

All Indenting Officers.

SIR,

I have the honor to request you to kindly intimate at a very early date the serial numbers and names of forms included in the indent of your office which are largely in demand, and must be supplied in full quantities without curtailment of the quantity indented. As it is necessary to guage the amount of paper that would be required to print such forms and as it is under contemplation to print and keep such forms in stock to ensure prompt deliveries, I request you to kindly furnish immediately a list of such forms, which may be as few as possible.

I have the honor to be,
Sir,
Your most obedient servant

B. PUTTAIYA,
Superintendent.

G. R. S. VI—G/32]

SUBJECT.....

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Diary No. of letter replied to——

Section.

File No.

Serial No.

General and Revenue Secretariat.

No G 987

( )

, *the* *192*

Date of issue 4.8.24

Signed by Mr. M.V.J.

To

The Supdt, Govt Pts.

Sir,

Referring to Correspce ending with your letter No 3924 & 21.5.24 regarding the action taken on the notes of Inspection of the stamp transactions of Govt Press & Stg Depot by the 2nd member of Council, I am directed to state that in the matter of the provision of Cheque & receipt books being stamped unauthorisedly, you

over.

Your Suggestion ~~that to~~ as to the erection of a Cage inside the Stamps Manufactory for the exclusive use of stamping Cheques documents, Seems Suitable & action may be taken to adopt the Same -

Pending adoption of the above ~~Course (& the expression of the views of the Controller of Printing with the Govt of India on this point)~~ in the meantime the arrangements made by you for the search of the employees before they enter or leave the factory may Continue

Shamrao.

~~Cash~~ 24/7

For Ch Secy

TBS

23.11.24

List of enclosures.

G 9.88348.24

~~Cash~~ Cash dis (Dt. Br. (Stamps Section)

Copied by

Examined by

WD 2215-GPB-2,000—6-6-24